

**NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 19-436C OPENING DATE: 4-Dec-19 CLOSING DATE: 30-Dec-19

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
IT Specialist(INFOSEC), GS-2210-12, T5824200, MPCN:1224-003

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:
\$77,130.00-\$100,273.00 PA

SUPERVISORY ☒ MANAGERIAL ☐
NON-SUPERVISORY/NON-MANAGERIAL ☐

LOCATION OF POSITION:
G-6, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- This position conducts information assurance functions. The incumbent shall comply with the requirements of the certification program and will be required to obtain and maintain certification. Certification requirements are outlined in DOD Instruction 8570.01-M.
- Work may require access to classified information. Must be able to obtain and maintain the appropriate security clearance.
- The incumbent of this position description must have, at a minimum, a completed National Agency Check (NAC) prior to position assignment.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered: YES ☐ NO ☒
PCS may be offered: YES ☐ NO ☒

NOTES:

NOTE: Must have a valid Top Secret Security Clearance.

NOTE: Must be current or have the ability to obtain within 6 months of hiring date one or more of the following certificates: CAP, CASP+CE, CISM, CISSP (or associate) GSLC, CCISO, Security Plus, Computing Environment.

NOTE: Supervisory duties may be performed not to exceed 25% of total duties and responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to plan, organize, and direct the computer and network security activities of the organization, ensuring that the advice and assistance provided complies with legal and regulatory requirements and meets customer needs..
2. Ability to develop goals and objectives that integrate organization mission and objectives.
3. Knowledge in monitoring for deviations in security policy using logged events and other information sources, and managing the remediation steps to achieve compliance
4. Knowledge coordinating with other information management organizational managers and customers as appropriate. Reviews organization mission, functions, and manning, and provide guidance on proper, secure implementation of organization IT initiatives.
5. Ability to perform self-inspection of existing organization IT security posture and prepare corrective actions to meet compliance requirements.
6. Skills in the identification and resolution of complex computer and network security issues.
7. Skills in customer service and support, and the ability to communicate security policy requirements to senior leadership.
8. Ability to understand, interpret, and disseminate DoD, Army, and National Guard guidance for security for networks and computers.

SPECIALIZED EXPERIENCE: Must have 36 months experience, education or training working on information technology administrative classified systems, workstations, and servers using multiple operating systems. Experiences involved the installation and testing of the system security configuration, along with a range of competencies in monitoring, operating, troubleshooting and maintaining workstation and server hardware and software. Must have experiences as a technical expert and unit focal point for the configuration of hardware and software on a variety of IT systems with different hardware and operating systems. Skilled to identify and enforce command standards for hardware and software configurations. Skilled to develop, modify, and tests overall system backup and recovery strategies for assigned systems. Able to configure work-station security parameters. Competent in troubleshooting and correcting software problems that included resolving conflicts between applications, hardware and/or device conflicts, and operating system faults.

BRIEF JOB DESCRIPTION: This position is located at the Phoenix, Papago Park Military Reservation, DCS, G-6, Phoenix, Arizona. The purpose of this position is to plan, design, monitor and insure compliance for information assurance throughout the state. The incumbent plans, develops, and publishes state information assurance and accreditation procedures and guidelines affecting National Guard and tenant organizations throughout the state. Serves as the state Information Assurance Manager. Receives and reviews written guidance from a variety of Department of Defense (DoD), federal and state investigative and enforcement agencies and interprets for impact on the state. Develops and establishes policy and guidance for all Information Assurance Systems Officers (IASO) throughout the state.

SELECTING OFFICIAL: COL Brian McNeil
